



Special Reviews Director

Job Summary

The Office of the Legislative Auditor (OLA) is a professional, nonpartisan office in the legislative branch of Minnesota state government. OLA audits state agencies, evaluates state-funded programs, and conducts “special reviews” in response to alleged misuse of state resources, alleged noncompliance with state laws, or legislative requests. Special reviews typically have a narrower scope than OLA’s audits and evaluations. The Special Reviews Director oversees the special reviews undertaken by OLA, including providing the Legislature and public with information about these reviews, and also oversees complaints or allegations submitted to OLA.

Key duties of the position include:

- Planning and execution of special reviews.
- Overseeing intake of complaints and allegations.
- Fostering relationships with state government leaders.

The salary range for a Special Reviews Director is \$44.15 to \$62.68 per hour, the equivalent of \$92,185 to \$130,876 per year. The Legislative Auditor will determine the starting salary (within the salary range) based on a successful applicant’s qualifications.

Minimum Qualifications

To be considered, a candidate must have:

- Completed a bachelor’s degree program in accounting, applied economics, business administration, law, public health, public policy, social sciences, or a closely related field.
- Computer skills, including experience using word processing, spreadsheet, database, and statistical software (e.g., MS Word, Excel, PowerPoint, Access, and SPSS or STATA).
- A demonstrated ability to:
 - Supervise and direct staff.
 - Organize data and perform quantitative analyses.
 - Conduct interviews and qualitative analysis.
 - Interact appropriately with government officials and their staff.
 - Represent OLA in a professional and nonpartisan manner in various settings.
 - Establish and maintain effective working relationships with coworkers.
 - Clearly and concisely communicate complex information in written documents, formal presentations, and informal briefings.

Applicants must be legally authorized to work in the United States without needing sponsorship for an employment visa (e.g., H1B status).

Preferred Qualifications:

The ideal candidate will have a graduate degree or at least five years of experience conducting audits, evaluations, or investigations. Additionally, the ideal candidate will have experience:

- Working with legislative bodies and testifying before committees.
- Analyzing a broad range of public policy issues and compliance with laws, rules, regulations, policies, and procedures.
- Critically analyzing demographic, economic, and financial data, as well as complex government-funded programs.

- Applying appropriate research and/or accounting methods, including validity and reliability assessments, statistical analysis, and sampling techniques.
- Obtaining and handling sensitive information.

Additional Requirements

- We will review cover letters and resumes to identify applicants meeting minimum and preferred requirements. Selected applicants will go through an interview process and will be required to submit writing samples, education transcripts, and employment references.
- We will conduct background checks prior to any employment offer. Personal integrity is an essential qualification to work at OLA, and certain violations of ethical or legal standards relevant to being an OLA employee may disqualify an applicant.
- Due to the nonpartisan nature of our office, applicants with extensive prior partisan work experience may be disqualified.

Why Work for Us

Meaningful work. OLA helps to improve state government by promoting good management in state agencies and enhancing program effectiveness.

Great benefits. The State of Minnesota's exceptional benefits balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, along with your salary, make up your total compensation.

Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost [medical](#), [dental](#), and [vision](#) insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through our Employee Assistance Program ([EAP](#)), so you can get the support you need when you need it.
- Wellness programs and resources to help you reach your goals.

Financial Well-Being

Financial well-being is about making good financial decisions today and planning for the future. The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A [pension](#) and deferred compensation plan ([MNDCP](#)) with an employer-paid match to help you plan for your future.
- Basic [life insurance](#) at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term [disability](#), and [accident insurance](#).
- Pre-tax benefits, including dependent day care, medical/dental spending accounts ([MDEA](#)), health care savings plan ([HCSP](#)), and [parking](#) and public [transit](#) options.

Professional Development

Because employees are one of our most valuable assets, we encourage professional development that empowers employees to do the work they love and reach their career goals. There are a number of tools and resources to help employees explore career paths and expand their skill sets. This includes:

- Training and development courses
- Leadership institutes and programs

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- Coaching and mentoring
- Career planning

Work/Life Balance

We believe hard work is important, but we also know a balance is essential. These programs are designed to help you with your work and personal life. This includes:

- Flexible work schedules and the ability to work remotely.
- 13 days of paid vacation each year based on a 4-hour accrual rate (with a beginning credit of 40 hours to new state employees)
- 13 days of paid sick leave each year
- 10 paid holidays and 1 floating holiday each year
- Family and medical leave ([FMLA](#)) to provide up to 12 weeks of unpaid job-protected leave to eligible employees for certain family and medical reasons.
- Paid parental leave to help you bond in the important weeks after you bring your child home.

OLA values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work.

How to Apply

Interested applicants **must submit a cover letter with their resume** through the state's [Careers](#) website. You may do this by uploading the documents as a single file attachment, or uploading the cover letter separately from the resume. If you have questions about applying for jobs, please contact the job information line at [651-259-3637](tel:651-259-3637).

[Special Reviews Director – Job ID 52693](#) (Posting closes at 11:59 p.m. on Monday, February 28, 2022)

Contact

If you have job-specific questions, contact Judy Randall at Judy.Randall@state.mn.us. For benefits-related questions, contact Shelly Gilb at Shelly.Gilb@state.mn.us or [651-296-1730](tel:651-296-1730).